

CHAPTER OVERVIEW

This chapter provides procedures required when a family moves from the service county to another county in Missouri or to another state.

- 9.1 Family Moves From the County
 - 9.1.1 Family Remains in the State
 - 9.1.2 Family Moves From the State

9.1 Family Moves From The County

When a family in treatment has moved from the county, the Children's Service Worker shall:

1. Confirm with the family or collateral that the family has moved, or determine when the family is moving;
2. Obtain the new address or location of the family; and
3. Within ten (10) working days record all activities up to the date of last contact.

9.1.1 Family Remains in the State

If the family remains in Missouri, the Children's Service Worker shall:

1. Evaluate the current risk factors and determine if the case can now be closed. Supervisory consultation is required to obtain approval to close the case;
2. If the evaluation of current risk factors indicate the case should remain open, the Children's Service Worker must telephone the Division office in the new county of the family's residence to provide a brief summary of why the case is open and the current risk factors;

NOTE: If protection of the child is considered at a high-risk level, contact the Division office in the new county of residence without delay.

3. Complete and forward an e-mail message or form IM-42A to the Division office in the new county of residence to request verification of the new residence;
4. The new county of residence shall verify residence and authorize the case to be transferred within ten (10) working days;

5. Upon authorization from the new county of residence to transfer the family (by phone, return of Form IM-42A, or an e-mail response) complete form SS-63 and transfer the case record. Form IM-42 will be completed by clerical staff and accompany the case record.

9.1.2 Family Moves From the State

If the family has moved out of Missouri, the Children's Service Worker shall:

1. Evaluate the current risk factors and determine if the case closure is appropriate. Supervisory consultation is required to assist in this determination;
2. If the current risk factors indicate the case closure would not be appropriate if the family had remained in Missouri, contact the public child protection agency in the new state of residence by letter or phone, depending on the evaluation of risk. Provide the following information:
 - A summary of why the case was opened, and
 - A summary of current risk factors.
3. Complete form SS-63 and close the case. The case record will not be transferred out of state.

MEMORANDA HISTORY: